

Evaluation Worksheet

The following are suggested areas to consider in your interview. Keep in mind that questions and decisions must be based on job related factors. This evaluation worksheet will become a part of the reviewable records file.

Candidate's Name	
Item # Being Filled	Title
Salary Grade	Division
Section	Supervisor

Skills	Very Good	Good	Fair	Poor	Comments

Factors	Very Good	Good	Fair	Poor	Comments
Rapport or confidence established during the interview					
Replies to questions completely and accurately					
Appearance					
Work experience					
Ability to make sound judgments					
Sense of responsibility shown					
Ability to deal with people					
Adaptable and flexible to interruptions/changes in work routine					
Adaptable to highly predetermined and repetitive activities					

interested in hiring
 possible interest in hiring
 no interest in hiring
 candidate has no interest

Reasons:
